



Information Technology Job Family: **Applications Systems Analyst Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Applications Systems Assistant I INDIVIDUAL CONTRIBUTOR	Applications Systems Assistant II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst III INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst IV INDIVIDUAL CONTRIBUTOR
	Assist clients to define reporting as well as determining the data needs and wants.	Serve as the liaison to define reporting as well as determining the data needs and wants.		
		Identify and implement new data schemas (tables, fields, relationship) for data warehouse.	Recommend database structure changes to enhance the performance of the database, ensure the database is defined correctly, and ensure the database meets functional specifications.	Oversee and ensure application changes from development are tested and successfully migrated into the production environment.
	Responsible for data integrity assisting in defining and clarifying data submitted by departments and correct uses of transactions.	Provide guidance and direction to clients to define and clarify data submitted by departments, uses of data tables and plans and correct uses of transactions.	Oversee of the validity and functionality of the system; provide guidance to users in resolving complex issues, system performance concerns, & table maintenance.	
		Develop ad hoc queries and metrics and provide analysis of data results using various reporting tools and data sources.	Develop ad hoc queries, or runs existing queries, to generate special reports and/or file searches to meet client requirements.	Design on-line automated systems to provide new and/or enhanced applications.

Applications Systems Assistant I INDIVIDUAL CONTRIBUTOR	Applications Systems Assistant II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst III INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst IV INDIVIDUAL CONTRIBUTOR
May write and modify test scripts, clarify requirements, understand design decisions, execute, track and monitor test results, provide feedback and reporting on testing progress.	Write and modify test scripts, clarify requirements, understand design decisions, execute, track and monitor test results, provide feedback and reporting on testing progress.	Review, test, and coordinate system upgrades, enhancements and fixes; troubleshoot, analyze and diagnose data and system/reporting problems.	Review, test, research and coordinate system upgrades, enhancements and fixes; research the impact of the change or enhancement/upgrade and partner with CIT to implement.	
		Analyze multiple ways to get obtain answers and provide options, recommend alternative solutions.		
		Serve as a resource to a variety of applications and analytic projects using a detailed understanding of the underlying data structures and relationships.		
			Maintain validation/security tables and disseminates information for assigned systems to validate data and ensure system users can access automated systems.	
Assist with developing, implementing and executing test plans and schedules in accordance with project scope and delivery timeframe as well as meeting quality requirements to ensure successful implementation of the application.	Execute test plans and schedules in accordance with project scope and delivery timeframe as well as meeting quality requirements to ensure successful implementation of the application.	Test and review new and modified systems to ensure all systems meet client specifications and needs, section standards and guidelines, and efficiency requirements using systems expertise for role out to users; train, resolve issues, and provide technical support.	Research & test new systems to ensure all systems meet client specifications and needs, section standards and guidelines, and efficiency requirements using systems expertise functionality for role out to users; provide ongoing support to the user for this functionality; train, resolve issues, and provide complex technical support.	Develop testing plans and tests; review new and modified systems to ensure all systems meet client specifications and needs, section standards and guidelines, and efficiency requirements using systems expertise.
Participate in test plan reviews including writing, updating, and executing complete and accurate functional and performance test plans and test cases.	Participate in test plan reviews including writing, updating, and executing complete and accurate functional and performance test plans and test cases.			

Applications Systems Assistant I INDIVIDUAL CONTRIBUTOR	Applications Systems Assistant II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst III INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst IV INDIVIDUAL CONTRIBUTOR
			Provide technical expertise for systems modifications and/or enhancements including activation of system jobs and appropriate output creation; serve as point of contact for internal and external customer concerns, questions and enhancements and partner with CIT to ensure interface is updated to adapt to changes.	Provide technical expertise for systems modifications and/or enhancements; serve as point of contact for internal and external customer concerns, questions and enhancements and partner with CIT to ensure interface is updated to adapt to changes.
		Analyze existing applications and systems to determine needed modifications and/or enhancements using knowledge of the assigned systems.	Analyze existing applications and systems to determine needed modifications and/or enhancements using knowledge of the assigned systems.	Design data entry and query screen layouts; report layouts, and file layouts for systems to outline the user interface.
			Evaluate business problems and revised operational procedures to identify potential enhancements to assigned systems to meet changing business requirements using technical expertise.	Analyze and evaluate business problems and revised operational procedures to identify potential enhancements to assigned systems to meet changing business requirements using technical expertise.
			Review program specifications for new applications, modifications to existing applications and ad hoc reports to ensure a clear understanding of user requirements.	Develop program specifications for new applications, modifications to existing applications and ad hoc reports to ensure a clear understanding of user requirements.
		Monitor project schedules to ensure time commitments are met and current status of projects are tracked and reported.	May develop, implement, and monitor project schedules to ensure time commitments, resources available and current status of projects are tracked and reported.	Develop, implement, and monitor project schedules to ensure time commitments, resources available, and current status of projects are tracked and reported.

Applications Systems Assistant I INDIVIDUAL CONTRIBUTOR	Applications Systems Assistant II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst II INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst III INDIVIDUAL CONTRIBUTOR	Applications Systems Analyst IV INDIVIDUAL CONTRIBUTOR
Assist with preparing charts, diagrams, correspondence and technical documents.	Prepare charts, diagrams, correspondence and technical documents to understand the data and work flows, procedures, processes, scope and objectives of the system.	Prepare charts, diagrams, correspondence and technical documents to support clients in understanding the data and work flows, procedures, processes, scope and objectives of the system.	Prepare charts, diagrams, correspondence and technical documents to support clients in understanding the data and work flows, procedures, processes, scope and objectives of the system.	Oversee the preparation technical documents to support clients in understanding the data and work flows, procedures, processes, scope and objectives of the system.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11467 APPLICATIONS SYSTEMS ASSISTANT I, BAND D NEX	11587 APPLICATIONS SYSTEMS ASSISTANT II, BAND E NEX	11468 APPLICATIONS SYSTEMS ANALYST II, BAND E EX	11469 APPLICATIONS SYSTEMS ANALYST III, BAND F	11470 APPLICATIONS SYSTEMS ANALYST IV, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and 2 to 4 years relevant experience or equivalent combination	Associate's degree and 4 to 6 years relevant experience or equivalent combination	Bachelor's degree and 2 to 4 years relevant experience or equivalent combination	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination
IMPACT	Extend beyond department	Extend beyond department	Moderate impact	Moderate impact	Substantial impact
CONTACTS - INSIDE	Provide guidance or instruction	Provide guidance or instruction	Provide guidance to others Coordinate activities	Provides guidance to others Coordinates activities	Persuade others to take particular course of action Coordinate major activities
CONTACTS - OUTSIDE	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Conduct somewhat complex business activities Obtain involved information Provide detailed response	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Provide information or instruction on policies/procedures	Provide information or instruction on policies/procedures	Occasional contact to provide information and instruction	Limited contact	Limited contact

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SUPERVISION	None given	None given	No supervision given	Provides guidance, counsel, and information in specific support areas	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position
COMPLEXITY	Focus on an entire field	Focus on an entire field	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria.	Responsible for making some decisions which require consideration of various criteria.	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Assist in and influence decisions concerning policy-setting, research, planning, or students	Assist in and influence decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	Very general supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
EFFECT OF DECISION MAKING			Directly effects entire department Moderate effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects several depts within a college Significant effect on students and employees
WORKING CONDITIONS	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required